| Accelerated SAP | Organization/Area: Time Administration | BUSINESS PROCESS PROCEDURE  Payroll Department Report – Display Employee's Supervisor | |
|---|---|---|---|
| State of Utah | | | |
| File Name: | H:\TRAINDOC\FOLIO\Payroll\Usermanual\Reports - Display Supervisor.doc Display Employee's Supervisor | Release: | R/3 4.6C |
| Responsibility: | Time Entry Operator | Status: Completed | Issued: 8/30/2004 Revised: |

# Overview

## Trigger:

An agency needs to verify that employees are set up with the correct supervisor.

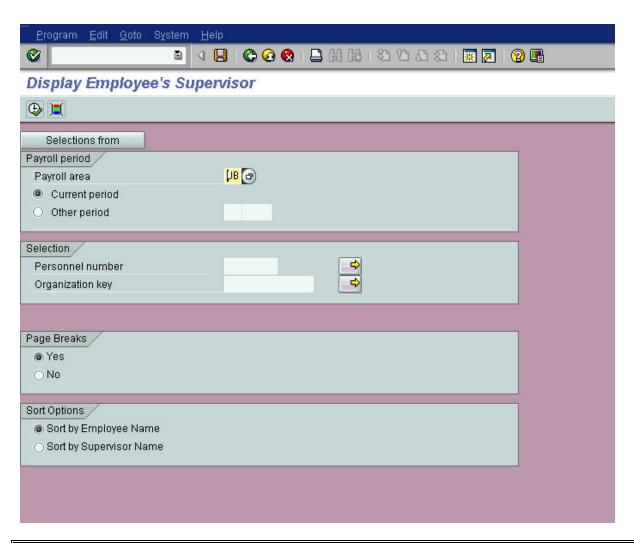| Business Process Procedure Overview |
|---|
| Employees entering their time in Employee Self Service must have their time approved by their supervisor in order to be paid.  This report can be used to verify that the supervisor is correct for each employee. If the supervisor is not correct, make the correction in the Department of Human Resource's HRE system. The correction will update to the SAP HR/Payroll system the next workday. |

# Procedural Steps

### 1.1.    Access transaction by:

| Via Menu | Reports - Other → Display Supervisor |
|---|---|
| | |
| Via Transaction Code | Z_DISPLAY_SUPERVISOR |
| | |
| Via Favorites Menu | Display Supervisor |

Double click on "Display Supervisor" and the following screen will appear:

| Accelerated SAP | Organization/Area: | BUSINESS PROCESS PROCEDURE |  |
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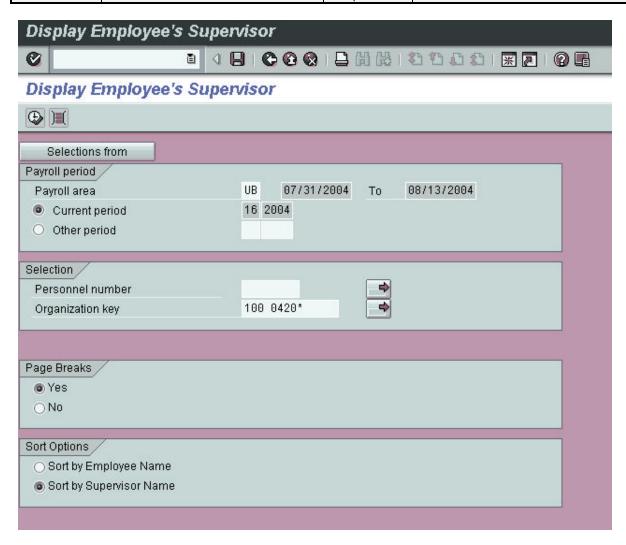| Input – Available Fields | Field Value |
|---|---|
| Payroll area | UB |
| Payroll period | Current period or Other period |
| Personnel number | Employee Identification Number of the employee or employee's |
| Organization key | Agency, Low Org, and Distribution Code |
| Page Breaks | Yes or No |
| Sort Options | Sort within Low Org by Employee Name or Supervisor Name |

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1.2.1 **Specify the pay period for the Display Supervisor.** The screen has the selection of current period or other period.

- Current period
  - ➤ Use this option for the current open entry period.

- Other period
  - ➤ This report can be run for any pay period. Type in the pay period and calendar year.

1.3 **The "Personnel number" field may be used to select specific employees by entering the employee identification numbers.** Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's. The "Personnel number" field should be left blank if using the agency "Organization key".

1.4 **The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 org 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100, org 0420,and any distribution code.

**1.5** **The "Page Breaks" buttons create a page break after each org change or not create any page breaks.** The default is "Yes" create page breaks.

**1.6** **The "Sort Options" buttons will sort within the agency and low org by employee name or supervisor name.** If the option to sort by employee name is selected, the names will list alphabetically by the employee's last name. If the option to sort by supervisor is selected, then names will list alphabetically by the supervisor's last name.

**1.7** **Click on the Execute button in the upper left area that looks like a clock to view the report.** Examples showing the report sorted both ways are below.

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**Display Supervisor report sorted by supervisor name**

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**Display Supervisor report sorted by employee name**



**1.8    To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

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**2       The report heading contains the following information:**

- ➢ The report number

- ➢ The report title

- ➢ Page number

- ➢ For pay period ending date

- ➢ Date the report was run

- ➢ Pay period number and year

- ➢ Time the report was run

**2.2     The columns on the report are listed below with a brief description.**

| | |
|---|---|
| **EMPLOYEE EIN** | The employee's identification number. |
| **AGY** | The employee's agency number. |
| **ORG** | The employee's home org. |
| **DIST** | The employee's distribution code. |
| **NAME** | The employee's name. |
| **PIN** | The employee's position identification number from the HRE system. |
| **SUPERVISOR EIN** | The supervisor's identification number. |
| **NAME** | The supervisor's name |
| **PIN** | The supervisor's position identification number from the HRE system. |